

**Pre-proposal Conference Summary**  
**REQUEST FOR PROPOSALS**  
**PROJECT NUMBER K16-0060-40**  
**SECURITY ALARM MONITORING SYSTEMS**  
**APRIL 5, 2016**

Judiciary Panel Representatives:

Robin Smith, Procurement Office  
Joseph White, District Court  
Mike Jones

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and asked the Judiciary panel representatives to introduce themselves.

Ms. Smith then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 3 – Proposal Format

Ms. Smith placed emphasis on the following:

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- RFP Section 1.8 Questions – there is no cutoff date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP Section 1.9 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by April 13, 2016 by 2:00pm. Proposals received late will not be considered. Electronic submissions will not be considered.

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMaryland Marketplace as well as any Addendums to RFP.

The Walk thru begin at 10:35am. All vendor had chance to see all areas take pictures and measurements if necessary.



**Drawings:** Joe will provide drawings of locations on walk-thru. They will posted on eMaryland MarketPlace and Judiciary Website.

**Notice:** Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

**Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.**





# **Pre-Proposal Conference for**

## **RFP K16-0060-40**

### **SECURITY ALARM MONITORING SYSTEMS**

#### *A G E N D A*

- Welcome
- Introduction of Project Manager
- Discussion of RFP
- Price Proposal
- Closing date and time
- Questions

**Date: April 5, 2016**

**Time: 10:00am**

**Place of Meeting:  
District Court  
Headquarters**

**2002A Industrial  
Drive, Annapolis, MD  
21401**

Although the Procurement Officer and other Judiciary representatives in attendance will attempt to answer all questions, responses may be subject to clarification at a later date. The responses provided verbally today by Judiciary representatives are not binding on the Judiciary and are for informational purposes only. Please submit all questions to the Procurement Officer via email. The Procurement Officer will respond, time permitting, before the proposal due date. The Procurement Officer will post questions and responses on the Judiciary's Procurement website and eMarylandMarketplace.